

Getting Started with Google Apps at Eastern Gateway Community College

Mail, Calendar, Chat, & Tasks



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Welcome to Google Apps at Eastern Gateway Community College

Now that you have a new Google Apps account, you're ready to take advantage of all the benefits of Google Apps Mail, Calendar, and Docs. We think you'll find that these services will make communicating and collaborating with your instructors and fellow classmates easier and more efficient.

All students at EGCC have access to Google Apps. This is how EGCC will communicate with you about events & updates going on at the college. Also this is how faculty will communicate with you.

Eastern Gateway Community College's IT Team is committed to helping you make a smooth transition to Google Apps. We're available to help if you encounter any difficulty with the services, or just need answers to your questions. [See How to Get Help.](#)

Note: For new students that are registered for classes at EGCC, your Google Apps account will not be active until the end of the business day on Fridays.

How to Get Help

If you have a question about Google Apps or your account that you can't find in this guide, or you encounter a problem, contact:

E-mail: helpdesk@egcc.edu Phone: 1-800-68-COLLEGE

Log In to Google Apps:

Gmail & Google Calendar

Log in to your EGCC Student E-mail

1. Go to your Google Apps Mail page: www.egcc.edu under Current Students, Student E-mail or at <https://mail.google.com/a/student.egcc.edu>

2. On the Sign In page, enter your Eastern Gateway Community College user name and password (see example), and then click **Sign In**:

Example:

Default Username will look like **JDoe99** which is the first letter of your first name + first 17 characters of your last name + last 2 digits of your EGCC ID#. (**Your EGCC ID# appears on the bills you receive from Eastern Gateway Community College**).

Default Password will look like **JDoe5555** which is the first letter of your first name + first 15 characters of your last name + last 4 digits of your Social Security Number.



Welcome to Eastern Gateway Community College

A screenshot of the Google Apps sign-in page for Eastern Gateway Community College. The page has a light blue background. At the top, it says "Sign in to your account at Eastern Gateway Community College". Below this are two input fields: "Username:" followed by a text box and "@student.egcc.edu" below it, and "Password:" followed by a text box. There is a checkbox labeled "Stay signed in" and a "Sign in" button. At the bottom, there is a link that says "Can't access your account?".

Less spam, plenty of space and access from anywhere.

Welcome to your email for Eastern Gateway Community College, powered by Google, where email is more intuitive, efficient and useful.

- Keep unwanted messages out of your inbox with Google's powerful spam blocking technology
- Keep any message you might need down the road, and then find it fast with Google search
- Send mail, read new messages and search your archives instantly from your phone

3. If this is your first time logging in, follow the on-screen instructions to activate your account. You will be required to change your password after the 1st time logging in. **Please take note that the password must be a minimum of 8 characters long.**

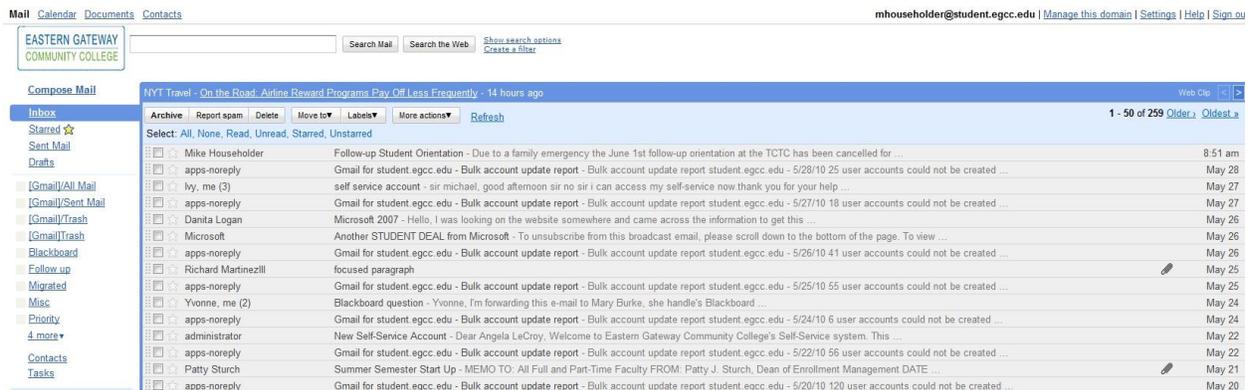
Note: Your username will not change, please remember to keep your password in a safe place after you change it.

EGCC Student E-mail Basics:

Sending, replying, attachments, and printing messages

Your inbox

Log in to your Student E-mail. You'll see a list of any messages you've received in your Inbox. Here's an example:



Unread messages are in **bold**. To open a message, simply click it in your message list.

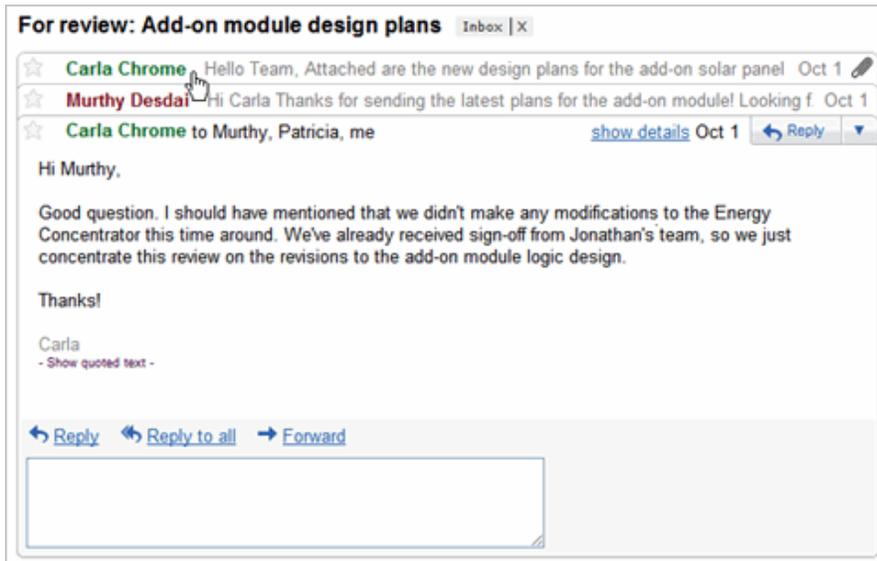
About conversations

Replies to messages are grouped into **conversations**. A conversation keeps all messages in a thread together, which makes it easier to keep track of them and reduces inbox clutter. Here's how a conversation appears in your **Inbox** :



Note that conversations have the number of messages it contains to the right of senders' names.

Here's what an opened conversation looks like:



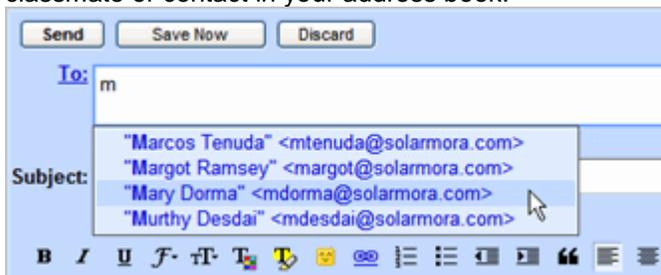
Note: You can't separate the messages in a conversation. However, if you want to send a reply but don't want it to be added to the conversation, you can simply change the subject line in your reply.

Compose a message

1. In the pane on the left, click **Compose Mail**.



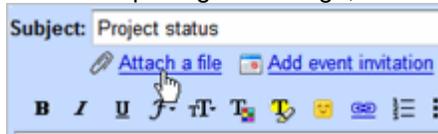
2. In the **To** field, type the first few letters of recipient's name to look up the address in of a fellow classmate or contact in your address book.



3. Enter a subject and the message text.

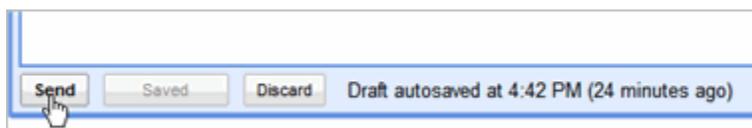
Add an attachment

When composing a message, click **Attach a file**, and then browse to the file on your computer.



Send a message

At the top or bottom on the message window, click **Send**.



(Or, if you change your mind, click **Discard**.)

At message appears at the top of the Mail window, confirming that your message was sent.

Reply to a Message

You can reply to just the sender or to all recipients of a message.

1. Open the message. If the message is part of a conversation, open the conversation and select the message you want to reply to.
2. At the bottom of the message, click **Reply** (to reply to just the sender) or **Reply to all** (to reply to all recipients).



3. Optionally, add other email addresses to which to send the reply.
 4. Enter your reply in the message field.
 5. At the top or bottom of the message, click **Send**.
-

Forward a Message

You can forward a message, just a single message in a conversation, or an entire conversation.

To forward a message or single message in a conversation:

1. Open the message. If the message is part of a conversation, open the conversation and select the message to forward.
2. At the bottom of the message, click **Forward**.



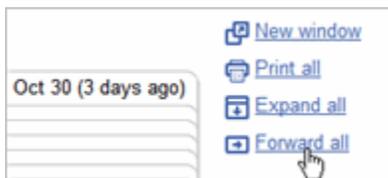
3. Enter the email addresses to which to forward the message, and add any notes in the message field.

Note: If you don't want to forward attachments, uncheck the box next to the attachment's file name, below the **Subject** field.

4. At the bottom or top of the message, click **Send**.

To forward an entire conversation:

1. Open the conversation.
2. At the right of the conversation view, click **Forward all**.



3. At the bottom or top of the message, click **Send**.

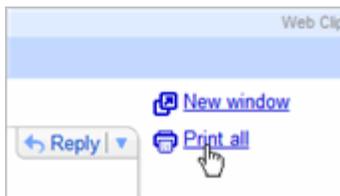
Note: The recipient receives a single message containing all messages in the conversation, listed in order of oldest to most recent.

Print a Message

You can print a single message, an entire conversation, or just a single message in a conversation.

To print a message or an entire conversation:

1. Open the message or conversation.
2. At the upper right of the message, click **Print all**.

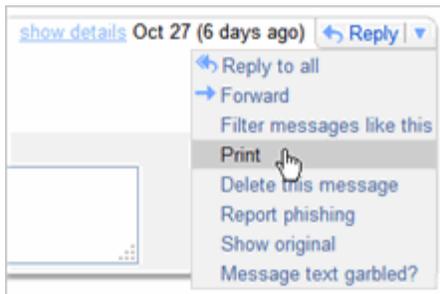


A printer-friendly version of the conversation appears.

3. Use your web browser's **Print** options to print the message.

To print a single message in a conversation:

1. Open the conversation and select the message you want to print.
2. Click the **down arrow** to the right of **Reply**, and then click **Print**.



Contacts Basics:

Auto-complete, the contacts picker, & adding personal contacts

About your contacts

Your Google Apps account includes a Contacts Manager—an online address book. The contacts in Contacts Manager fall under one of the following two categories:

- **Personal contacts:** If you wish you can import personal contacts from [Outlook/Notes] to Google Apps, you can use your Contacts Manager to access all of these contacts and add new contacts and contact groups. You can look up a contact to find email addresses and personal profile information, as well as quickly list all of the email conversations you've had with the contact.
- **Shared EGCC Student E-mail contacts:** The email addresses of all EGCC Students are in your contacts, you can access these addresses in Contacts Manager by searching for them. You can also find these addresses when you compose an email message or schedule a meeting, using either *auto-complete address entry* or the *contacts picker*.

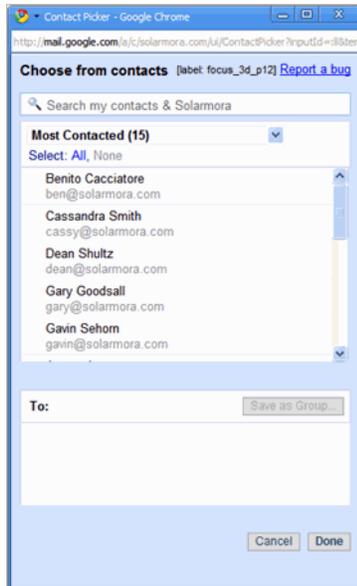
Auto-complete address entry

Google Apps contacts manager knows the addresses of all your personal contacts and all EGCC Student e-mail addresses. In addition, it automatically remembers email addresses of other people outside of EGCC with whom you've corresponded. Therefore, when you start typing an address in an email message or meeting invitation, the addresses of personal contacts, employees, and anyone with whom you've corresponded automatically appear. For example:



The contacts picker

The contacts picker lets you select any of your personal or EGCC Students contacts when composing and email messages or scheduling an event. With the contacts picker, you can search for contacts using auto-complete address entry or by browsing the list:



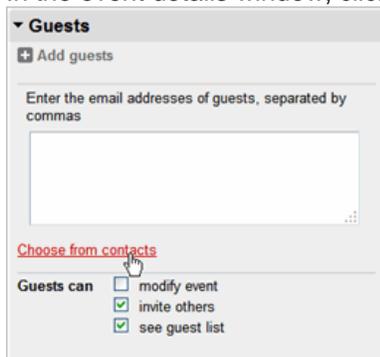
To access the contacts picker when composing an email message:

Click the **To:** link:



To access the contacts picker when scheduling an event:

In the event details window, click **Choose from contacts** under **Add Guests**:



Forwarding mail to another e-mail account:

Forwarding mail to another email account automatically

EGCC Student e-mail provided by Google lets you automatically forward incoming mail to another address, if you'd like.

Here's how to forward messages automatically:

1. Click **Settings** at the top of any Gmail page, and open the **Forwarding and POP/IMAP** tab.
2. From the first drop-down menu in the Forwarding section, select 'Add new email address.'
3. Enter the email address to which you'd like your messages forwarded.
4. For your security, we'll send a verification to that email address.
5. Open your forwarding email account, and find the confirmation message from the Gmail team.
6. Click the verification link in that email.
7. Back in your Gmail account, select the 'Forward a copy of incoming mail to...' option and select your forwarding address from the drop-down menu.
8. Select the action you'd like your messages to take from the drop-down menu. You can choose to keep Gmail's copy of the message in your inbox, or you can send it automatically to **All Mail** or **Trash**.
9. Click **Save Changes**.

Mobile E-mail Setup: Choose your type of phone from the links below:

- [Setup for the iPhone](#)
- [Setup for Windows Mobile Device's](#)
- [Setup for Blackberry Device's](#)